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Director of Training

25 AUG 1960

Acting Chief, Management Staff

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Implementation of Maintenance Management Program, Public Works Branch, [REDACTED] (S-12-A,B)

REF:

- a) Memo fr Ch, Mgt/S to A-DD/S dtd 19 May 58, Subj.: Dir of Trng Request for T/O Adjustment, Public Works Branch, [REDACTED] dtd 15 Apr 58, Interim Recommendation (Approved by DD/S 7 June 58). 25X1A6a
- b) Memo fr Ch, Mgt/S to DD/S dtd 1 Dec 58, Subj.: Reorganization, Public Works and Supply Branches, [REDACTED] (Approved by DD/S 31 Jan 59). (MS-1592) 25X1A6a
- c) Memo fr Ch, Mgt/S to Dir of Trng, dtd 5 May 59, Subj.: Management Staff Implementation of Controlled Maintenance Program, Public Works Branch, [REDACTED] 25X1A6a
- d) Memo fr Ch, Mgt/S to DD/S dtd 8 Aug 60, Subj.: Re-evaluation of Organization and Staffing, Public Works Branch, and Shop Stores Function, Supply Branch, [REDACTED] (Follow-up on MS-1592). 25X1A6a

1. References a and b established a staffing complement for the Public Works Branch, [REDACTED] predicated on the conversion from a "breakdown" basis of maintenance to a program of maintenance management. Reference d, on which your Office commented, reported the results of our recently completed re-evaluation of that staffing complement. 25X1A6a

2. Reference g reported completion of the work of this Staff in implementing the maintenance management program in the office of the Station Engineer and in the Maintenance Section of the Public Works Branch; transmitted a copy of the Controlled Maintenance Handbook<sup>1</sup>; reported the status of implementation activity in the Transportation Section; and stated that we would follow up to see what, if any, adjustments in procedures, forms, and reporting might be indicated after the program had shaken down in operation.

1/ A compilation of forms, reports, and procedures developed during the implementation process.

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3. This memorandum, with attachments, is the final report on and marks the conclusion of our activity in implementation of the maintenance management program in the Public Works Branch. Attachment 1 lists changes to the Controlled Maintenance Handbook resulting from our follow-up review of procedures which have now been in operation for approximately one year in the Maintenance Section and in the Station Engineer's Office. Attachment 2 covers implementation action in the Transportation Section.

4. The Real Estate and Construction Division, Office of Logistics will be responsible for maintaining the Controlled Maintenance Handbook in an up-to-date status, for authorizing further changes, and for determining the appropriate publication channel for future issues of the Handbook. Pending issuance of a revised edition, extant copies of the Handbook should be amended by the holders to reflect the changes listed in Attachment 1.<sup>1</sup> Responsibility for technical guidance and control of the maintenance management program continues with the Office of Logistics.<sup>2</sup> Ultimate responsibility for the cost-accounting aspects of the system rests with the Office of the Comptroller.<sup>3</sup> Immediate operating responsibility for the program at [REDACTED] continues with the management of the Public Works Branch.

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5. We commend the management of the Office of Training for recognizing deficiencies in the maintenance operation at [REDACTED] and for initiating action which led to adoption of the maintenance management program. During the implementation and review phases of Management Staff activity on this program, contributions of particular note were made by: a) managerial personnel in the Public Works Branch, [REDACTED] who advanced many of the changes to the Controlled Maintenance Handbook and proposed many of the ideas and improvements adopted during implementation of the program in the Transportation Section; b) Mr. [REDACTED]

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[REDACTED] Real Estate and Construction Division, Office of Logistics, who articulated the basic concepts and provided the technical engineering knowledge and impetus required to implement the program; and c) Mr. [REDACTED] Technical Accounting Staff, Office of the Comptroller,

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- 1/ Copy of this memorandum, with Attachment 1, is being distributed to those who received the Handbook on initial distribution with reference 2.
- 2/ Real Estate and Construction Division, on maintenance of real property; Transportation Division, on maintenance of transportation and miscellaneous equipment.
- 3/ Technical Accounting Staff.

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who developed the major part of the cost accounting procedures concerning overhead and total costs in the Maintenance Section and who assisted in the design and installation of cost records for the Transportation Section.

Signed

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Acting Chief, Management Staff

ATTACHMENTS:

Att. 1 - Changes to the Controlled Maintenance Handbook

Att. 2 - Operating Changes and Improvements Developed and Installed in Implementation of the Maintenance Management Program, Transportation Section, Public Works Branch, [REDACTED] (w/Tabs A thru K)

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CONCURRENCE:

Signed

7 SEP 1960

Director of Logistics

Date

Distribution:

Orig & 1 - OTR w/2 sets atts.

3 - O/L: 2 - w/atts. 1 & 2 (RE&CD)  
1 - w/att. 2 (Trans. Div.)

2 - DD/S w/1 set atts.

1 - Mgt/S File w/atts. ✓

1 - Mgt/S Chrono w/o att.

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R.M. 1 - [REDACTED] w/atts. ✓

hps (24 Aug 60)

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